

MINUTES OF SWAFFHAM BULBECK PARISH COUNCIL

MEETING NUMBER 553

Held at Downing Court, Swaffham Bulbeck on 6th May 2025.

Present: Councillor Gordon Reid; Councillor Sophie Singleton; Councillor Nicky Bates; Councillor John Trapp; Councillor Robert Bates; Councillor Kay Ballard; Councillor Ian Woodroffe; Councillor Penny Harvey-Samuel.

Members: 9 Quorum 3

Clerk: Mrs S Chambers-Turner

Members of the public: 2

In attendance: County Councillor Jonny Edge

Meeting opened at 7.30pm

5980 TO ELECT A CHAIRMAN

It was proposed by Councillor Ballard, seconded by Councillor Harvey-Samuel, Councillors Singleton, N.Bates, R.Bates, Woodroffe for, Councillor Trapp against and carried that Councillor Reid be elected Chairman of Swaffham Bulbeck Parish Council. Councillor Reid duly signed the acceptance of office.

5981 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor N Bates, seconded by Councillor Woodroffe, Councillors Harvey-Samuel, R.Bates, Ballard, Reid for, Councillor Trapp abstained and carried that Councillor Singleton be elected Vice-Chairman of Swaffham Bulbeck Parish Council. Councillor Singleton duly signed the acceptance of office.

5982 NEWLY ELECTED COUNCILLOR TO SIGN THE ACCEPTANCE OF OFFICE

Newly elected member George Ballard was present at the meeting and duly signed the acceptance of office. As the Parish Council already has a Councillor Ballard, initials will be inserted when recording information. Councillor George Ballard will be recorded as Councillor G Ballard.

5983 RECEIVE AND APPROVE APOLOGIES FOR ABSENCE

None

5984 MEMBERS DECLARATION OF INTEREST FOR ITEMS ON THE AGENDA & REQUESTS FOR DISPENSATION.

Councillor Singleton item 5991.

5985 TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Councillor Singleton seconded by Councillor K Ballard and resolved that the minutes of meeting 552 held on 25th March 2025 be approved and signed as a true record by those present.

5986 OPEN FORUM FOR PUBLIC PARTICIPATION

Members of the public were present to discuss:

- Thanking the Parish Council for the range of issues with which it deals, and the time and effort that members invest in helping to do so.

5987 MATTERS ARISING/CLERKS AND COUNCILLORS REPORTS (FOR INFORMATION ONLY)

- Councillor Trapp reported that some of the timbers of the play equipment on the Denny are cracking. Councillor G Ballard offered to take an in-depth look at these and report back.
- Councillor Singleton reported that a tree had fallen across the B1102 in Green Bank Road causing total obstruction. Highways and the Police were in attendance and, with the help of a local resident, the tree was removed. The Parish Council wishes to thank the resident, without whose help the road would have been blocked for a lot longer.
- Councillor Woodroffe informed the council that a resident had made contact over a dead deer that appeared to have been shot. Councillor Woodroffe will report the matter to the relevant authorities and arrange for disposal.

5988 COUNTY AND DISTRICT COUNCILLOR REPORTS

County Councillor Edge provided a short introduction.

Councillors Trapp & Cane provided a report which included:

- Sanctuary housing
- Community policing
- Mepal Crematorium

Full reports are available from the website or upon request from the Clerk.

5989 FINANCES INCLUDING APPROVAL OF OUTSTANDING ACCOUNTS

- The bank reconciliation had been prepared and circulated before the meeting. **It was proposed by Councillor K Ballard, seconded by Councillor Harvey-Samuel and resolved that the bank reconciliation for March and April 2025 be approved.** Thanks were given to the Clerk for all of her work for the financial year 24/25.
- Note receipts:

Burial Income:	£175.00
Precept:	£20,250.00
Interest:	£571.37
- It was proposed by Councillor Singleton, seconded by Councillor N Bates and resolved that the outstanding accounts for May 2025 should be paid. Action:** *Clerk to set up payments for authorisation by Councillor Singleton and Councillor Reid.*

Mrs S Chambers-Turner	Clerk's Salary April			Confidential
Mr G Turner	Handyman	£90.80	£0.00	£90.80
JCS Bookkeeping	Payroll April	£30.00	£0.00	£30.00
SP Landscapes	Tree Works	£3500.00	£700.00	£4200.00
MC Garden Maintenance	Grass Cutting	£600.00	£120.00	£720.00

5990 PLANNING MATTERS

Planning Applications

None.

5991 GRASS CUTTING

- Concern was raised over the grass cutting. The Clerk reported that contact had been made with the new contractor and that some difficulties had been experienced but have been resolved. **Action:** *Clerk will continue to monitor the grass cutting to ensure that requirements are being met.*
- The land in front of Cowbridge Farm was discussed. In the past, the adjacent landowner had maintained this. It was agreed that a meeting would be arranged with the adjacent landowner to discuss potential options for the area and to report back to the next meeting. **Action:** *Clerk to arrange a meeting.*

5992 CEMETERY

The Cemetery working group provided a report before the meeting which included the current status of the maintenance. They reported that the majority of the grave spaces have now been cleared of unauthorised mementos but that the funeral arch would require repainting. **It was proposed by Councillor Harvey-Samuel, seconded by Councillor G Ballard and resolved that the Community Payback Team would be asked to repaint the funeral arch, and a budget of £200 was allocated for materials. Action:** *Councillor G Ballard and the handyman to give advice on the products required.*

It was also proposed by Councillor Singleton, seconded by Councillor Harvey-Samuel and resolved that a letter should be sent to the Probation Service to thank the Community Payback Team for their hard work in the Cemetery. Furthermore, residents would be thanked in the next edition of the Beacon. Action: *The Cemetery working group to prepare a letter for the Beacon and the Clerk to prepare a letter for the Probation Service.*

5993 LOCAL HIGHWAYS IMPROVEMENT

The Parish Council discussed the Local Highways Improvement scheme and agreed to implement the Transport working group's amended version of the project. **It was proposed by Councillor K Ballard, seconded by Councillor Harvey-Samuel and resolved that the Parish Council would pursue the amended version of the LHI project. Action:** *Clerk to inform the project lead at Highways.*

5994 ELY FOODBANK

The Parish Council discussed a request from Ely Foodbank regarding financial assistance. **It was proposed by Councillor N Bates, seconded by Councillor Harvey-Samuel, 8 for 1 abstention and carried that the Parish Council would decline due to the location of the foodbank and because a donation would be of very little benefit to Swaffham Bulbeck residents.**

5995 DEFIBRILLATORS

The Parish Council discussed the defibrillator status. It was agreed that this would require a working group to formulate a recommendation for the Full Council. **It was proposed by Councillor G Ballard, seconded by Councillor N Bates and resolved that a working group of Councillors N Bates, Harvey-Samuel and G Ballard would be formed to gather information.**

Councillor Trapp added that defibrillator training is being offered by a member of the District Council. **Action:** *Councillor Trapp to obtain more information.*

5996 COUNCIL ADMINISTRATION

Items of council administration were discussed including:

- Working Groups' membership and Terms Of Reference. **Action:** *Clerk to circulate the lists and TORs.*
- The council's software arrangements were discussed. **It was proposed by Councillor K Ballard, seconded by Councillor G Ballard and resolved that the Parish Council would make the transition to Edge IT Finance and Cemeteries and move its storage to Microsoft 365. Action:** *Clerk to make arrangements for the transfers.*
- The approval of Standing Orders, Model Publication Scheme and Financial Regulations was deferred until the next meeting.
- Arrangements for the Annual Parish Meeting were finalised. **Action:** *RFO to provide financial information.*
- The risk assessment register requires more work and review by the Policy & Legislation group so this item was deferred until the next meeting.
- *Matters raised*
 - Councillor Trapp will arrange a meeting with Sanctuary housing regarding the car parking area at Vicarage Close.
 - It was agreed that Councillors' time of arrival will be recorded if late to any subsequent meeting.
 - The Parish Council received accusations of whispering during meetings. **It was proposed by Councillor Harvey-Samuel, seconded by Councillor Woodroffe, Councillors R & N Bates, K & G Ballard, Reid, and Singleton for, 1 abstention from Councillor Trapp that the Parish Council refute this claim.** It was noted that, if anyone is unable to hear proceedings, a hand should be raised to draw the Chairman's attention to this so that it can be addressed.
 - The accuracy of minutes and the findings of the Complaints Committee were discussed and acknowledged.
 - Matters relating to Highways were discussed. The Clerk explained the difficulties currently being experienced when attempting to engage with the Local Highways Officer.
 - Councillor Harvey-Samuel will investigate the history and potential replacement of the Historic Monument Board on the Denny.

5997 AGENDA ITEMS FOR THE NEXT MEETING

Items for inclusion on the next agenda should be sent to the clerk at least seven days before the meeting.

- Risk Assessment Spreadsheet
- Land to the front of Cowbridge Farm
- Approval of Standing Orders, Model Publication scheme and Financial Regulations.

5998 DATE OF NEXT MEETING

Next full Council Meeting will be at 7.30pm on 3rd June 2025, at Downing Court, Swaffham Bulbeck.

The meeting closed at 10.09pm

G.Reid 3/6/25